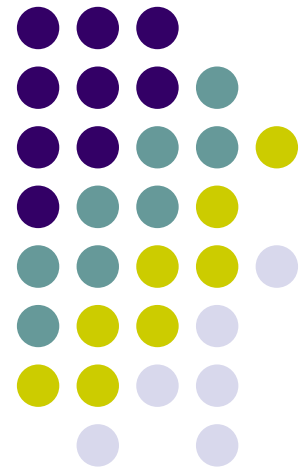


Program Announcement Technical Assistance Conference Call

2007 Family Planning Services

July 26, 2006

2:00 PM EST



Welcome – 2007 Title X Family Planning Services Technical Assistance Conference Call



- Introductions
- Intro purpose and format of call
 - General TA – will not answer questions specific to individual applications



Materials for Call

- What participants should have in front of them
 - Program Announcement
 - Application kit, including
 - OPHS-1, including forms
 - *Guidelines for Competing Grant Application Preparation, Title X Family Planning Services*

Program Overview



- Intro Title X of PHS Act
 - Mission – to aid individuals to determine freely the number and spacing of their children
 - Sections – focus on Services
 - **1001 Services – ALL Other Sections Support Services**
 - **1003 Training**
 - **1004 Research**
 - **1005 Informational and Educational Materials**
 - **1008 Prohibition of Abortion**



Section 1008 – Prohibition of Abortion

- Prohibits Title X programs from engaging activities that promote or encourage abortion as a method of family planning
- Must provide opportunity for clients to receive information on pregnancy options
- If requested, may provide neutral, factual information and non-directive counseling on each option
- May Not provide information that directly facilitates or encourages abortion, nor take any affirmative action to secure abortion services

Section 1008- Prohibition of Abortion



- Abortion is prohibited as part of a Title X project
- In agencies where abortion services are provided with non-Title X funds, these activities must be separate and distinct from Title X activities
- Separate bookkeeping activities do not satisfy the spirit of the law

Office of Family Planning Organizational Structure

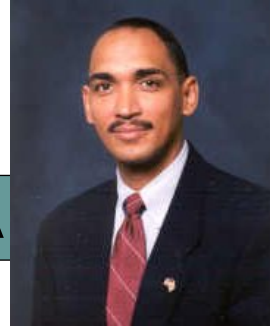


- Office of Family Planning within Office of Population Affairs
- Part of the Office of Public Health and Science /Department of Health and Human Services

US Department of Health & Human Services



Secretary – Mike Leavitt



Assistant Secretary - Dr. John O. Agwunobi, MD, MPH, MBA

Office of Public Health and Science (OPHS) Programs

- * Office of Minority Health
- * **Office of Population Affairs**
- * Office of Women's Health
- * Office of Regional Health Administrators
- * President's Council on Physical Fitness
- * Office of the Surgeon General
- * Office of Military Liaison and Veterans Affairs
- * Office of Disease Prevention and Health Promotion
- * Office of HIV/AIDS Policy
- * Office of Research Integrity
- * National Vaccine Program

OPHS/OGM Organizational Structure



- OPHS/OGM provides grants management for all Office of Public Health and Science Program Offices
- Office is located in Rockville, MD
- Follows the Grants Administration Manual, Grants Policy Directives, and Grants Policy statements— most rules apply to all Federal grants – some are agency specific – May be found at

<http://www.hhs.gov/grantsnet/roadmap/index.html>



OFP/OPA Organizational Structure

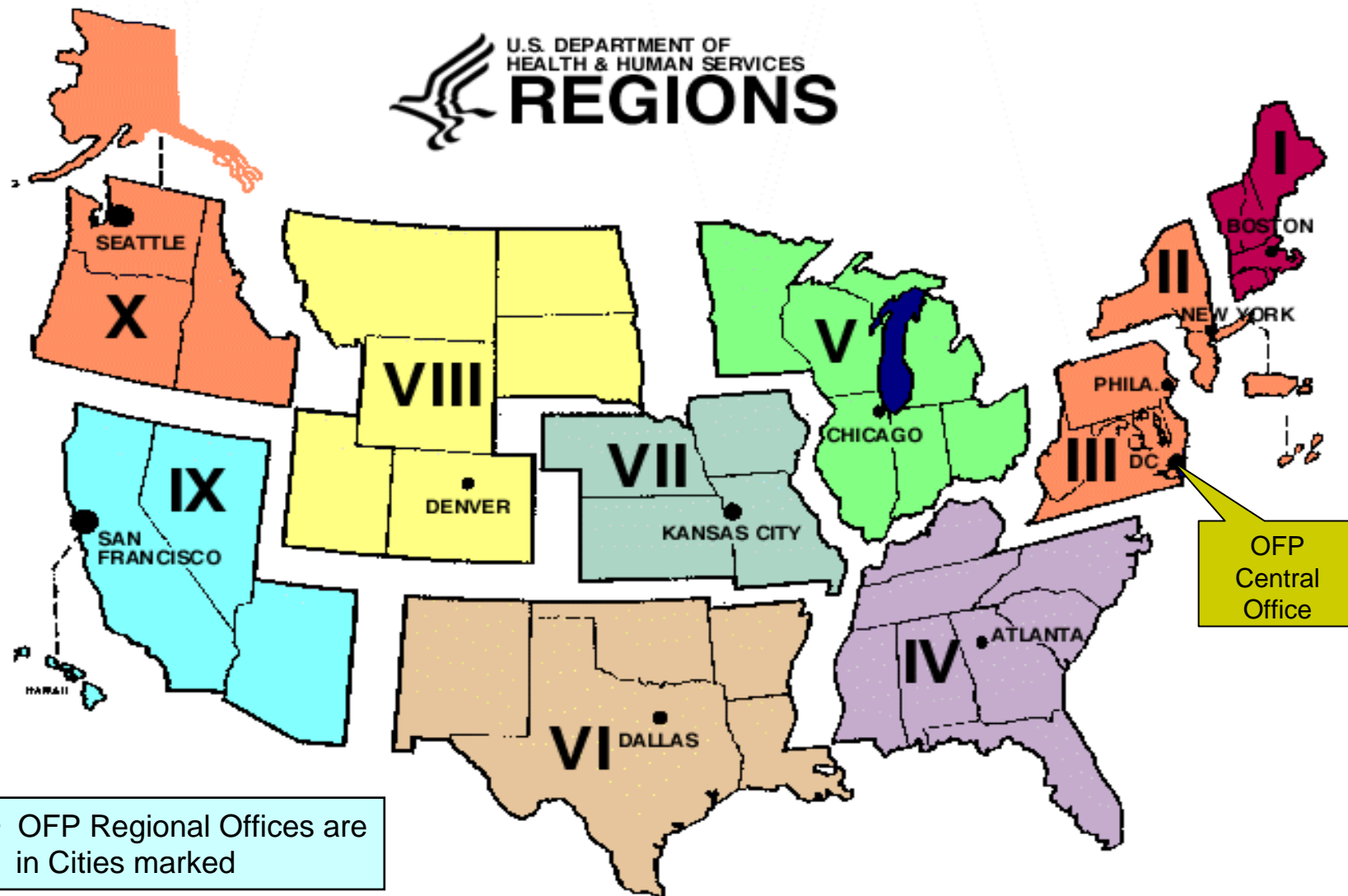
- Central Office – Rockville, MD (Metro Washington DC area)
 - Policy Office – Provides guidance and determines policy for all OFP programs
 - Oversees projects with national scope
- Director, Susan B. Moskosky



OFP/OPA Organizational Structure

- Ten Regional Offices – in major cities, serve multi-state regions
 - Oversee Title X services grantees and general training grantees
 - **The project officers for the Family Planning Services grants will be in the Public Health Service Regional Offices/Family Planning Program**
 - Continuously monitor grants through review of documents and reports, annual site visits, comprehensive program reviews, grantee meetings, telephone calls, etc.

Public Health Service Regions

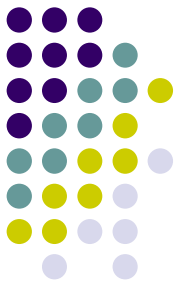


- OFP Regional Offices are in Cities marked

Title X Service Grantee Profile 2005



- 88 total nationwide
 - State, Territorial, Tribal, County, or Local Health Agencies, universities, and community-based not for profit agencies
- More than 4400 clinics in the service provider network – at least one clinic in ~75% of the counties in the US
- Provide FP and related preventive health care to over five million women and men annually



Federal Roles

- OFP – role – Programmatic
- OPHS/OGM – role –
Administrative/Business/Budgetary (funds)



I. Funding Opportunity

- This announcement seeks applicants for Title X Family Planning services projects
- FP services = clinical family planning and related preventive health services; information, education, and counseling related to FP; Referral as indicated



Title X Services Program

- Comprehensive program - Must provide **ALL** required services
- Program Priorities are established annually and published in the Services Announcement for the applicable year – see 2007 Services announcement
 - Represent overarching goals for the Title X Program
 - Key Issues and 2006 Legislative Mandates are also listed in the 2007 Title X services announcement

Overview of Required Title X Services



- Voluntary
- Confidential
- Priority low income
- Any individual desiring services - male and female, regardless of ability to pay
- Must be under the direction of a physician with training or experience in FP



Scope of Required Title X Services

- Broad range of acceptable and effective FP methods
- Education and counseling related to FP
- Physical exam and related preventive health services
- Pregnancy diagnosis and counseling
- Adolescent Services
- Clinical procedures as indicated for method
- Laboratory tests as indicated for method
- Level 1 Infertility services
- STD and HIV prevention education; counseling and testing either onsite or by referral



Scope of Services

- Refer to Title X Statute, Regulations, Program Guidelines, legislative mandates, Program Priorities, and other Key Issues for a full description of what is required
 - Statute, Regulations, Guidelines are included in the app kit
 - Program Priorities, Key Issues and legislative mandates are in the RFA



II. Award Information

- Only those areas in Table I are eligible for competition in 2007;
- Due dates vary – clearly stated for each eligible area in Table I
- Multiple awards – May be more than one for each area listed in Table I
- Award amount varies – see Table I in RFA – **TOTAL AMOUNT INCLUDES INDIRECT COSTS**
- Total amount for each area listed in Table I – total awards will not exceed this amount
- Up to 5 year project period – Usually 3-5 years



III. Eligibility Information

1. Eligible Applicants

- Any Public or Private Nonprofit agency located in a State or Territory
- Faith-based agencies eligible
- Non-governmental agencies must provide proof of non-profit status
- Must demonstrate the capacity to carry-out the requirements of the project

Cost Sharing



- No set cost sharing percentage or amount

However,

- Title X funds cannot make up 100% of the project's estimated costs
- Projects must include financial resources from other sources; must clearly identify sources and amount contributed on both SF 424A and in the budget justification – Historically interpreted as a minimum of 10%
- Program Income is generated from client fees or other means – all program income generated as a result of the grant supported activities must be reinvested to further the objectives of the project – may be counted as part of cost sharing requirement



IV. Application and Submission Info

- Address self-explanatory
- Content and form - Pay close attention!
 - **60 pg limit** for Project Narrative
 - Note fonts, double spaced, other style requirements
 - Does not include budget, budget justification, required forms, assurances, and certifications
 - Only first 60 pages of the Narrative will be reviewed
 - Include 1 page abstract



IV. Application and Submission Info

- For Non-Governmental applicants - Proof of Nonprofit Status is required – Program Announcement describes what is acceptable proof
- DUNS number required – information on how to acquire a DUNS number is in the application kit, on the OPA web site, and/or may be obtained from OGM



Application Content

- Applications must clearly describe administrative, management, and clinical capability of applicant organization in relation to required services
- **Proposed project must include all required clinical services – Refer to Regulations and Title X Guidelines**
- **Proposed services must comply with Title X requirements and requirements of Program Announcement**
- Characteristics of a successful application are included in the RFA



A Note about Characteristics

- Pay attention to each statement and analyze what is asked for – respond appropriately
- Regarding Legislative Mandates, including Reporting Requirements for child abuse, child molestation, sexual abuse, rape, or incest –
 - Make sure you indicate familiarity with State law regarding these issues
 - Make sure project policies and protocols are consistent with State reporting laws



Other Characteristics

- Must include process to ensure quality family planning services in the proposed project
 - Plan for monitoring sub-recipient (delegate) agencies
 - Plan for ensuring that health care practitioners have the knowledge and skills necessary to provide quality family planning services



Scope of the Project

- The activities described in the application and approved for funding (pending any conditions on the award) become the agreement between the Federal government and the successful applicant regarding what the grantee will do for the funds awarded
- We refer to this as the Scope of the Project
- Any change to the Scope of the Project, or significant change in activities or use of funds, requires prior approval of both the OGM and program



Submission Dates and Times

- Multiple submission mechanisms – eGrants, Grants.gov, hard copy
- RFA provides information on each process
- Electronic submission encouraged
- Pay close attention to due date and deadlines
- NOTE: Applications due by **5:00 pm ET** on the deadline date specified in Table I for the applicable area
- Start early!

Grants Management



- **Intro Karen Campbell, Director
OPHS/Office of Grants Management**



OGM's Role

- As determined by the Department of Health and Human Services, OGM's role is:
 - Official signatory for obligating federal grant funds
 - Official signatory for all grant business management and prior approval requests
 - Monitor all business/financial transactions on grants for compliance with Federal Regulations (including interpretation of Federal Regulations)



OGM's Role

- Manages all financial and business functions throughout the life of the grant – from application to close-out
 - Financial Status Report Reconciliation
 - Approval of Key Personnel Changes
 - Carryover Requests/Budgetary Requests
 - Technical Assistance
 - Audit Resolution
 - And many more...



Funding Process

- **OGM is the Official contact for grantees**
- All official communication related to the grant award is between OGM and successful applicant
- Grantees also communicate on a regular basis with the program project officer who oversees programmatic aspects of the grant
- OGM maintains the official grant file – the program office maintains working files for each grant



Application Process

- Application kit has all the information needed to prepare application
- The RFA (Program Announcement) provides the information that is required related to the Title X Family Planning Services Program
- Follow it carefully!!! The Federal Register Notice (RFA) takes precedence if there is conflicting information in other guidance documents



Application Process

OPHS-1 has all the application forms – face page, budget pages, assurances, certifications, etc.

- Instructions for filling each form are included
- Be complete! Do not leave blanks on forms except where not applicable to the applicant
- Certifications/Assurances must be included
- **Person who signs application must have the legal authorization to act for the agency and accept responsibility for the obligations imposed by receipt of a Federal grant**



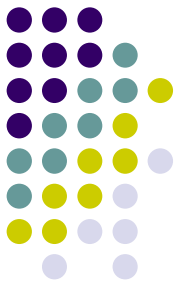
Application Process

- Refer to the ***Guidelines for Grant Application Preparation – Title X Family Planning Services Program*** included in the application kit for explanation of line items
 - This provides information about each line item
 - If questions, call the grants specialist for the applicable area as listed in the RFA



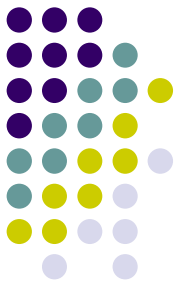
Project Narrative – limited to 60 pages

- Along with Budget, this is the Heart of the application
- Provides information related to the need for the project
- Describes organizational capacity
- Provides specific information related to how the applicant will develop and implement the project
- Includes Goals and Objectives (SMART)
- **BE CLEAR, COMPLETE AND CONCISE**



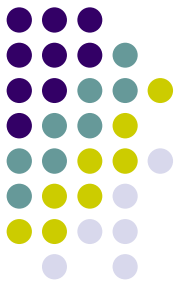
Budget

- SF 424A includes budget pages
- Follow directions in filling out forms
- Be complete; identify all sources of project funds
- Applicants should project costs for future years of funding on 424A, Section E



Budget Narrative/Justification

- Provide details of budget
- Breakdown each line item and provide an explanation of the costs
- Personnel should include salary per person and percent of time/salary of each person charged to this grant
- Fringe benefits should include percent and what is included in cost.



Funding Restrictions

- OFP funding can NOT be used for the following:
 - Lobbying
 - Building alterations or renovations
 - Construction
 - Fund raising activities



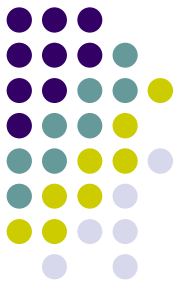
Budget Tips

- Budget is commensurate with project activities
- Use the correct OMB Cost Principle for the type of organization – link provided in online application kit
<http://www.whitehouse.gov/omb/circulars/index.html>
- Pay attention to allowable costs
- Provide adequate justification so that reader can clearly understand proposed costs related to project activities
- Budget Narrative includes line by line breakdown for Federal and Non-Federal shares



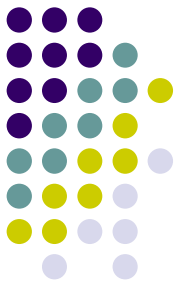
Budget Review

- Budget is reviewed in comparison to project goals and activities
- Are there adequate funds for successful implementation?
- Is there over-budgeting?- Do NOT exceed total amount available as listed in Table I for the applicable area, **including indirect costs**, or the application will be deemed ineligible and returned
- Operating budget should be complete (Federal, Non-Federal, Private, Matching, Total funds)



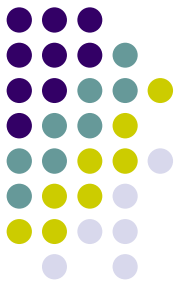
Financial Infrastructure

- Organizational Charts
- IRS Tax Exemption Certification
- Indirect Cost - Must negotiate rate with DCA (Division of Cost Allocation)
- Signed Face Page
- Signed Assurances



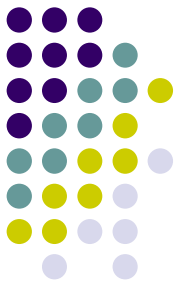
Outcomes

- If no problems are encountered- eligible for award
- If moderate problems encountered- eligible for award as a “high risk” grantee- grantee would be put on a reimbursement basis instead of advancement of funds
- If serious problems encountered- not eligible for award



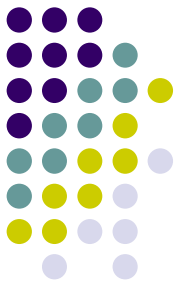
Funding Process

- Notice of Grant Award notifies successful applicant of selection
- Includes any conditions on the award – Requirements that must be met as a condition of receiving grant funds
- Applicants who were not successful will be notified by the Program Office



Questions

- Any questions or clarifications?
- Contact Grants Management
**240-453-8822 or the Grants Specialist
identified in the RFA for your area**



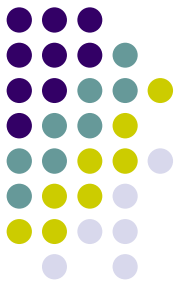
Application Review Process

- Criteria listed in RFA – this is specified in the Title X services regulations
- Three-Tiered Review
 - Office of Grants Management
 - OFP
 - Objective Review



Review Process

- Review by OGM for administrative/business compliance
- Review by OFP for programmatic compliance
- Objective Review Committee – Formal process, confidential
 - Objective reviewers – technical experts in applicable field(s)
 - (OGM) available for questions and to ensure integrity of process
- Input from Federal reviews and ORC, as well as likelihood of achieving benefits expected, considered when making award decision



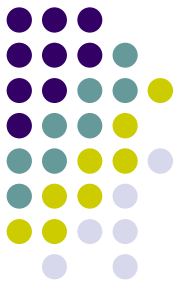
Funding

- Project Period – Up to 5 years for this grant
 - Does not have to re-compete for four years, assuming adequate progress of the project and availability of funds
- Budget period – funds provided to carryout project activities for one year
 - Annual continuing application – progress report, work plan, budget, budget justification



Summary and TIPS

- RFA is the primary guide to programmatic requirements; provides information related to statute, regulations, and OMB circulars which define cost principles
- **Follow what the RFA says**



Summary and TIPS

- The application kit has useful information that will help you develop a complete application
 - OPHS-1 has all forms required along with instructions for completion
 - “*Guidelines for Competing Grant Application Preparation*” provides further explanation

Summary and TIPS



- Be clear, complete, and concise in project description – follow the RFA and include what is requested
- Don't make the reviewer search for required information – the easier an application is to review, the better the score
- Clearly identify all sections of the application – indicate which components you are addressing
- Look at the criteria that will be used to review the application – make sure your narrative clearly conveys your response to the criteria



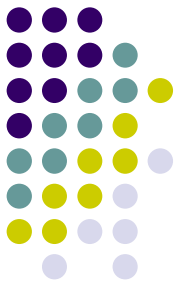
Summary and TIPS

- The project narrative must include all required information – do not use the appendices to expand the page limit
- Make Goals and Objectives Specific Measurable Achievable Realistic Time-framed (SMART)
- Activities should relate to goals and objectives
- Budget should relate to goals, objectives, and activities



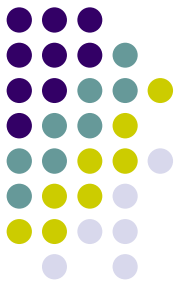
Summary and TIPS

- The program work plan and budget should provide a complete picture of what and how the applicant will address the purpose of the RFA
- Budget should be adequate and reasonable to carry out the project work plan and administrative responsibilities of the project
- It should make sense



Summary and TIPS

- Do not request more funding than is available
- Available funding **includes indirect costs**
- Must have a negotiated indirect cost rate to claim indirect costs



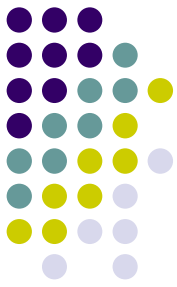
Summary and TIPS

- Staffing, including position descriptions and expertise, should be reasonable for the goals, objectives, and activities of the project
- Be complete in providing description of what staff will do, expertise required, and % time on the project



Summary and TIPS

- Use of a systematic approach to planning, implementing, monitoring, and evaluation (such as a logic model) will assist in maintaining focus and will provide feedback on progress of project – this is encouraged
- Don't wait until last minute to begin application submission
- Electronic submission is encouraged



Summary and TIPS

- When in doubt **ASK** - RFA includes contacts for administrative and budgetary questions and for programmatic questions
- **Open the call to questions from participants**